

IDAHO PROFESSIONAL-TECHNICAL EDUCATION

LEADERSHIP INSTITUTE

JUNE 2006 – NOVEMBER 2008

**Idaho Division of Professional-Technical Education
650 West State Street - Suite 324
PO Box 83720
Boise, ID 83720-0095**

OVERVIEW OF THE INSTITUTE

June 2006 - November 2008

Dave Dean, Professional Development Coordinator

The Idaho Division of Professional-Technical Education is funding and facilitating activities for the Idaho Professional-Technical Education Leadership Institute. The purpose of this Institute is to prepare the next generation of district and state professional-technical leaders. It is designed to produce forward-thinking and change-oriented leaders through a 27-month (2 years and 3 months) program of study. Three to six new prospective leaders will be initiated into the Institute during the Summer Conference of 2006. There are twenty-one graduates of the program and currently eleven people going through the program. The program of study consists of four basic components:

- 1) Thirteen seminars on Idaho and National Professional-Technical policies, processes and leadership
- 2) The development of an Administrative Professional Development Plan
- 3) Attainment of an Idaho professional-technical administrator's certificate
- 4) Administrative mentoring/internship (option during third year)

Structure

A formal process for application to the Institute is required. Three to six applicants will be selected from those who apply for the FY2006-2008 cohort group. **Enclosure 1** is a copy of the application to admittance into the Institute. **Enclosure 2** provides the proposed shared financial resources for the State Division and the district/post-secondary agency.

Each Institute session involves one or more specialists or consultants who focus on fundamental education and leadership concepts and issues that will assure insight into the dimensions of the operation, funding, maintenance and design of professional-technical education programs. Participants are expected to attend the CTEA National Policy Seminar, CTEA National Convention, three Idaho

Professional-Technical Educators' Summer Conferences, five state-level policy and planning meetings, and three Project Leadership meetings in Sun Valley. All of the policy seminars will convene on Friday afternoon and conclude around noon Saturday. Networking activities, meals and workshops will be a feature of each session. Up to twelve university semester credits (six per year) are given for Institute participation. Participants may take the opportunity to use these credits toward specially designed Professional-Technical Doctoral or Education Specialist programs at the University of Idaho.

Each Institute participant will be expected to complete requirements for an Idaho Professional-Technical Administrator Certificate. To qualify for the certificate at the end of two years the participant must hold an occupational endorsement and have had three years' teaching in an occupational discipline. Participants must have documented or completed at least 15 semester credits of administrative course work with financial aspects, administration of personnel, and legal aspects required by each participant. A master's degree or equivalent work experience is required for the five-year administrative certificate. All course requirements for the Institute activities are provided by Idaho State University and the University of Idaho.

An outline of the proposed 27-month agenda is shown in **Enclosure 3**. The individual sessions will focus on personal leadership and policies/processes needed to provide the breadth and depth necessary to influence overall program quality in our secondary school and post-secondary institutions. A description of the sessions is provided in **Enclosure 4**.

After two years of study and group activities the participants will be honored at the Summer Conference Awards Ceremony. The FY2006-2008 cohort group will graduate and be honored in the summer and fall of 2008.

NOMINATION FORM

Idaho Professional-Technical Education Leadership Institute

Name of Nominee		
Title		
Position		
School or Institution/phone	W Phone:	
Work Telephone	()	
E-Mail Address		
Work Address		
TO BE PREPARED BY NOMINATOR		
1.	Please prepare a cover letter and include the following pertinent information about the nominee:	
	A.	How long and under what circumstances have you known the nominee?
	B.	How long has the nominee been in the present position?
	C.	What would be the nominee's interest in participating in the Leadership Institute?
	D.	What are the nominee's strengths in the present assignment?
2.	From what areas of growth could the nominee benefit most to enhance his/her performance in a present or future assignment?	
3.	Given continued professional development, what do you see as the nominee's ideal role over the next 10 years in either:	
	A.	School/program area in Professional-Technical Education?
	B.	Secondary or post-secondary administration?

4.	If you could prescribe specific professional development activities for the nominee to further complement the individual for increased responsibility in professional-technical education, what would they be?	
5.	In terms of capacity and potential for administrative leadership in professional-technical education, please place an X on the continuum provided below <div style="display: flex; justify-content: space-between; align-items: center;"> [-----] </div> <div style="display: flex; justify-content: space-between;"> LIMITED POTENTIAL HIGHEST POTENTIAL </div>	
6.	Other comments you would like to make?	
Signature of Nominator		Date
Printed Name of Nominator		Title

**RETURN THIS NOMINATION FORM AND SUPPORTING DOCUMENTS
BY APRIL 1, 2006, TO:**

Dave Dean, Professional Development Coordinator
Idaho Division of Professional-Technical Education
PO Box 83720
Boise, ID 83720-0095

ENCLOSURE 1

Idaho Professional-Technical Education Leadership Institute

Application

Name of Nominee

Home Address

Home City, State, ZIP Code

Home Telephone

E-Mail Address

School or Institution: Phone

W Phone:

School/Institution

City, State, ZIP Code

Current Assignment

Immediate Supervisor

Last Degree Earned

Major Advisor in Last Degree

NOMINEE: Please limit responses to the following questions/statements to the space provided.

1. Is your employer willing to support you in this proposed endeavor (time, travel, cost, etc.)?
Please enclose a signed letter of support and recommendation from your direct supervisor.
2. **Attach your resume or vita** (List all education credentials and certificates held)
3. Are you willing to commit the time and resources to participate in the IPTE Leadership Institute?

Yes _____ (Please Initial)

4. How have you contributed to Idaho professional-technical education?
(Be specific in your personal contribution toward involvement in professional organizations, student organizations, community groups, and committees associated with and outside the school setting.)

5. What do you believe are the major issues confronting professional-technical education in Idaho?
(Be specific and enumerate 1, 2, 3, etc.)

6. What is your vision of professional-technical education in Idaho for the next 10 years?

7. What would be an ideal leadership role for you in professional-technical education after participating in IPTE Leadership Institute?

8. Are you presently enrolled at a university working toward an advanced degree or administrative certificate? If so, briefly describe. Give your objective and projected completion of the degree/certification.

9. Indicate specific concerns you have about this commitment.

Signature of Applicant

Date

**RETURN THIS APPLICATION FORM AND SUPPORTING DOCUMENTS
BY May 1, 2006, TO:**

Dave Dean, Professional Development Coordinator
Idaho Division of Professional-Technical Education
PO Box 83720
Boise, ID 83720-0095

ENCLOSURE 2

Idaho Professional-Technical Education Leadership Institute

2006-08 Budget

EXPENSES OF THE DISTRICT, INSTITUTION, OR PARTICIPANT

Approx Cost
Per Participant

1. <u>Substitutes for Seminars/Meetings</u> (2 one-half and 5 full substitute days)	\$400
2. <u>University Credit</u> (up to 6 semester hours per year)	?
TOTAL INDIVIDUAL/SCHOOL COST FOR YEAR	<u>\$400</u>

EXPENSES OF THE DIVISION OF PROFESSIONAL-TECHNICAL EDUCATION

1. <u>Sun Valley Project Leadership</u> for 15 people (Registration, Travel, Lodging & Meals)	\$15,000
2. <u>National Policy Seminar in Washington D.C.</u> for 9 people	14,000
3. <u>Two Boise Seminars</u> for 9 people	5,000
4. <u>Awards and recognition</u> for 15 people	1,000
STATE DIVISION TOTAL COST FOR 2006-07	<u>\$35,000</u>

Idaho Professional-Technical Education Leadership Institute

Agenda

JUNE 2006 – NOVEMBER 2008

FY 2006-2007	MONTH	FY 2007-2008
Twin Falls - Summer Conference 2006 with workshop on the state education system (3 & ½ days; June 26 – 30)	June	Lewiston - Summer Conference 2007 with orientation & workshop by Idaho State University (out for 3½ school days; (June 17-21)
	August	
	September	
	October	
Sun Valley - Project Leadership 2006 (out for 3 school days, November 6-8)	November	Sun Valley - Project Leadership 2007 (out for 3 school days, Date TBA)
	December	ACTE National Conference - Place TBA; (out for 2 school days; Dec. 6-8, 2007)
	January	
Boise Meeting - Leadership of the Professional Technical Education system; (out for ½ school day; February 16-17, 2007)	February	Boise Meeting - Policy, Funding and Legal Aspects of P-T Programs (out for ½ school day; date TBA)
Washington D.C. National Policy Seminar; (Out for 2 school days; March 6-8, 2007)	March	
	April	
U of I Meeting – Principals of local and university Leadership (½ school day May 4-5, 2007)	May	ISU Meeting - Principals of local and university leadership; (out for ½ school day; Date TBA)
	June	
	August	Boise- Summer Conference 2008, final workshop and graduation (3 & ½ days)
	November	Sun Valley - Project Leadership 2008 Final Meeting (3 school days)
		Mentorship and Internship Options

ENCLOSURE 4

Sessions Summary

SESSION 1 – June 26-30, 2006

TWIN FALLS MEETING: SUMMER CONFERENCE: An induction workshop will be given for first year and second year participants. The focus of this meeting will be the Professional-Technical system and its various components. The meeting will occur during the summer conference of June 26-30, 2006. An overview of the remaining session topics and the purposes and rationale for each session in relation to the goals of the Leadership Institute will be discussed. Assignments and expectations for the coming year will be addressed. A social BBQ will follow at a Institute graduate's house.

SESSION 2 – NOVEMBER 6-8, 2006

PROJECT LEADERSHIP ORIENTATION LEVEL I: SUN VALLEY

This project is an activity sponsored by the Idaho Association of School Administrators and is designed to prepare new leaders for administrative education roles. A core of basic skills is offered for each of three levels. Specific, documented learning requirements are expected from each participant. The three day Sun Valley meeting provides great networking opportunities.

SESSION 3 - FEBRUARY 16-17, 2007

THE ROLE OF LEADERSHIP: ITS' POWER AND DYNAMICS: BOISE MEETING

This session will focus on the role of leadership, its' power and its' dynamics. Discussion will include the recognition of the complexity and diversity of leadership in a modern-day, dynamic organization. The group will analyze what exists in the complex context of education. It will also explain how people exercise leadership behaviors in various settings to accomplish different tasks and attain various goals. Management skills, the nature of specific education tasks, and education managing in an operational context will be discussed.

SESSION 4 – MARCH 6-8, 2007

CONGRESSIONAL VISIT AND ACTE POLICY SEMINAR: WASHINGTON, DC

A visit is scheduled to Washington DC and to Capitol Hill to talk with federal legislators concerning current issues confronting professional-technical and adult education. This visit will be combined with attending the ACTE National Policy Seminar and the CTE Legislative Luncheon. The February seminar will lay the ground work for the visit, give instruction for effective letter writing, and give information about how to arrange appointments and how to conduct an interview with respective members of Congress.

SESSION 5 - MAY 4-5, 2007

THE ROLE OF LEADERSHIP: ITS' POWER AND DYNAMICS: U OF I MEETING

This session will continue the focus of leadership and its' power and dynamics. Discussion will include the recognition of the complexity and diversity of leadership in a modern-day, dynamic organization that exists in a complex context such as found in education. It will also explain how people exercise leadership behaviors in various settings to accomplish different tasks and attain various goals. The particular skills and abilities of the leader, the nature of the specific tasks to be performed, and an understanding of the operational context will be included in the curriculum content.

SESSION 6 – JUNE 17-21, 2007

LEWISTON MEETING: SUMMER CONFERENCE: An induction workshop will be given for first year and second year participants. The meeting will occur during the summer conference, 2007. An overview of the remaining session topics and the purposes and rationale for each session in relation to the goals of the Leadership Institute will be discussed. Assignments and expectations will be addressed.

SESSION 7 - NOVEMBER, 2007

CONTINUATION OF PROJECT LEADERSHIP LEVEL II: SUN VALLEY

SESSION 8 - DECEMBER 6-8, 2007

ACTE NATIONAL CONVENTION: PLACE TBA

Participants will have an opportunity to participate in the national Association for Career and Technical Education Annual Convention in Orlando. The purpose of this experience will be to acquaint participants with the global view and magnitude of vocational and adult education in the United States. There will be an opportunity to attend general sessions, major presentations, and roundtable discussions concerning trends, issues and problems that face vocational and adult educators.

SESSION 9 – FEBRUARY, 2008

BOISE MEETING: STATE AND NATIONAL GOVERNANCE OF PROFESSIONAL-TECHNICAL EDUCATION

This session will acquaint participants with the role governance plays in meeting state wide professional-technical local needs and state/federal mandates. Emphasis will be placed on the dynamics of state government. Discussion will include topics that shape professional-technical education such as individual program areas structures, state certification, state governance structure and legislative/board policy.

SESSION 10 – MAY, 2008

LOCAL AND UNIVERSITY GOVERNANCE IN PROFESSIONAL-TECHNICAL EDUCATION: ISU MEETING

This session will continue the focus of leadership and its' power and dynamics. Discussion will include the recognition of the complexity and diversity of leadership at the local level. It will also explain how people exercise leadership behaviors in various settings to accomplish different tasks and attain various goals. The particular skills and abilities of local leaders and the nature of the specific tasks to be performed will be covered during this workshop.

SESSION 11 - JUNE 15-19, 2008

SUMMER CONFERENCE: GRADUATION AND FINAL MEETING IN NAMPA, ID

SESSION 12 - NOVEMBER 2008

PROJECT LEADERSHIP LEVEL III: GRADUATION AND FINAL SUN VALLEY MEETING

REMAINDER OF THIRD YEAR

(Mentoring options may be available at this time)

ENCLOSURE 5

Possible Reading List

Bennis, W., (1994) *Beyond Leadership*. Cambridge: Blackwell Publishers

Cetron, M.J., (1985) *Schools of the Future: How American Business and Education Can Cooperate to Save Our Schools*. New York: McGraw-Hill Company

Covey, S.R., (1984) *The 7 Habit of Highly Effective People*. New York: Simon & Schuster

Fullan, Michael, (1991) *The New Meaning of Education Change*. Teachers College Press.

Gray, Kenneth, (2000) *Getting Real*. Thousand Oaks, CA: Corwin Press, Inc.

Greenleaf, Robert, (1977) *Servant Leadership*. Paulist Press.

Heifetz, Ronald A., (1994) *Leadership Without Easy Answers*. Cambridge, Massachusetts: The Belknap Press of Harvard University Press

James, Jennifer, (1996) *Thinking in the Future Tense* (Leadership Skills for a New Age). New York: Simon & Schuster

Murnane, Richard, & Levy, Frank, (1996) *Teaching the New Basic Skills*. New York: The free Press (Simon & Schuster)

Naisbitt, John, (1994) *Global Paradox*. New York: First Avon Books

Ravitch, Diane, (2000) *Left Back: A Century of Failed School Reforms*. New York: Simon & Schuster

Schlechty, Phillip C., (1997) *Inventing Better Schools*. San Francisco: Jossey-Bass Publishers

Sergiovanni, T., (1994) *Handbook for Effective Department Leadership*. Boston: McGraw-Hills Series in Education; Allyn & Bacon

Stigler, James, & Hiebert, James, (1999) *The Teaching Gap*. New York: The free Press (Simon & Schuster)

At least four and not more than six of the above books will be required reading during the first two years.

A report will be required for each book read.